DIRECTIONS FOR COMPLETING THE PROJECT IMAGES FORM

TIPS: The Project Images Form provides a text box to label each image. The text box scrolls so that all text can be read without enlarging the text box, however the amount of text space available is limited.

If you are using this form after being awarded a grant, please insert your grant number where is asks for your application number.

Image boxes are sized to a horizontal format – equivalent to a 4x6 inch print image.   A vertically formatted image may be either 1) cropped or 2) rotated 90-degrees. We recommend using .jpg graphic format.

Image Size – Images should be limited to a maximum size of 300 KB each with a maximum resolution size of 1600 x 1200. Those using large images risk not being able to submit their application through email.

Project Images Form: Photographic Documentation

A minimum of four (4), and maximum of twenty (20), color/B&W, digital images of the property or collection must be submitted, inserting them into "image" boxes.

For Properties - Images must include views of the historic property (showing entire building/property or collection) and views specifically documenting the threat or damage to the property or collection. Images must be labeled and must be of high enough resolution to see detail.

For Collections – Photos should give a clear sense of the contents of your collection, its current state, and (if appropriate) any issues related to its current storage or exhibition space.

All images should be saved as .jpg files before loading them into the Images form. The Images form will hold the digital images in standardized boxes. Each image box has a label below for a brief description of the image. (See image guidance.)

To insert the image, click on the empty box above the label field, once prompted for the folder location – select the folder and image desired – and click open.

Vertical images will load into the horizontal image boxes and will maintain their original aspect ratio (meaning they will not be stretched horizontally). You may insert vertical images horizontally to keep the image a larger size.